

Continuous Improvement Leadership Team Planning Unit Feedback Form

Reviewer:

Date of Review:

Planning Unit Name:

Planning Unit #:

Planning Year:

Planning Manager:

Objective Number(s):

Continuous Improvement Leadership Team Planning Unit Feedback Form

Section I: Objective

The Objective demonstrates the ability to write a **SMART** Objective that is clear and concise, as follow: **S**pecific (states exactly), **M**easurable (qualify it), **A**ction-oriented (task), **R**ealistic (can it be done?), and **T**ime limited (state a deadline).

I	II	III	IV
<p>a) Objective does not demonstrate the ability to write a SMART Objective.</p> <p>b) Is not a clear and concise Objective that is Specific, Measurable, Action-Oriented, Realistic, & Time Limited</p>	<p>a) Objective misidentifies some of the components of a SMART Objective.</p> <p>b) Objective text does not clearly identify the purpose of the Objective.</p> <p>c) The Objective is too broad and is not specific.</p>	<p>a) Objective identifies the purpose of the Objective but makes weak connections to the improvement of the goal.</p> <p>b) Objective is SMART but does not explain the significance.</p>	<p>a) Objective clearly & accurately identifies a written SMART Objective that is concise as follows: Specific, Measurable, Action-Oriented, Realistic, & Time Limited.</p>

Objective Number						
Rubric Score						

If any of the below do not apply, please provide the Objective number(s) and describe.

Each Objective is tied to:	No	Objective Number(s)	Comments
Objective Types	<input type="checkbox"/>		
Strategic Plan	<input type="checkbox"/>		
Annual Planning Priorities	<input type="checkbox"/>		
Planning Unit Goals	<input type="checkbox"/>		

Section I: Objective – Feedback

Continuous Improvement Leadership Team Planning Unit Feedback Form

Section II: Intended Results

Describes the Intended Result(s), or purpose, of the Objective. The description must provide clarity for the supervisor regarding the purpose of the Objective and associated planning efforts or tasks. The Intended Result(s) also must serve to guide the scope of the assessment efforts needed to track the progress of the Objective.

I	II	III	IV
<p>a) Does not describe the Intended Result(s) of the Objective.</p> <p>b) Intended Result(s) do not describe the purpose of the Objective.</p> <p>c) Intended Result(s) do not support the assessment efforts required to measure the impact of the Objective.</p>	<p>a) Intended Result(s) provide a vague description of the intended results of the Objective.</p> <p>b) Intended Result(s) description does not align with the purpose of the stated Objective.</p>	<p>a) Attempts to describe the Intended Result(s) or purpose of the Objective.</p> <p>b) Intended Result(s) provide a rationale for the purpose of the Objective and associated planning efforts or tasks.</p> <p>c) Intended Result(s) provides some information to guide the scope of the assessment efforts needed to track the progress of the Objective.</p>	<p>a) Accurately describes the Intended Result(s) or purpose of the Objective.</p> <p>b) Intended Result(s) provide a clear description regarding the purpose of the Objective and associated planning efforts or tasks.</p> <p>c) Intended Result(s) serve as an excellent guide for the scope of assessment efforts needed to track the progress of the Objective.</p>

Objective Number						
Rubric Score						

If any of the below do not apply, please provide the Objective number(s) and describe.

Objective Description aligns with:	No	Objective Number(s)	Comments
Intended Results	<input type="checkbox"/>		

Section II: Intended Results – Feedback

Continuous Improvement Leadership Team Planning Unit Feedback Form

Section III: Assessment Measure

Demonstrates the ability to create an Assessment Measure that is designed to assess the Objective. Has written a plan that includes a method to gather, interpret, and prioritize information as well as explain their significance as it relates to measuring the Objective.

I	II	III	IV
<p>a) Inaccurately creates an Assessment Measure of the wrong source that does not measure the Objective.</p> <p>b) Assessment Measure misidentifies information related to the Objective and fails to prioritize the assessment information.</p> <p>c) Assessment Measure expresses an unreasonable or invalid method to gather and interpret information and is unable to analyze data and explain the significance as it relates to the Objective.</p>	<p>a) Accurately creates an Assessment Measure that is measurable but of the wrong source that does not measure the Objective.</p> <p>b) Assessment Measure identifies some information related to the Objective but fails to prioritize the assessment information.</p> <p>c) Assessment Measure expresses a reasonable method to gather and interpret information, however, is unable to explain the significance of the analyzing data as it relates to the Objective.</p>	<p>a) Accurately creates an Assessment Measure that is measurable and provide and articulates evidence and assumptions when analyzing and/or interpreting information.</p> <p>b) Assessment Measure identifies a method to gather relevant information but with some information missing and lacks clarity.</p>	<p>a) Provides clear evidence demonstrating ability to create an Assessment Measure that is designed to assess the Objective.</p> <p>b) Assessment Measure is written a plan that includes a method to gather, interpret, and prioritize information and explain their significance as it relates to the Objective.</p> <p>c) Assessment Measure includes clearly written, valid statements, data, facts, questions, graphs, theories, assertions, description, etc.</p>

Objective Number						
Rubric Score						

If any of the below do not apply, please provide the Objective number(s) and describe.

Assessment Plan:	No	Objective Number(s)	Comments
Appropriately measures the Objective	<input type="checkbox"/>		

Section III: Assessment Measure – Feedback

Continuous Improvement Leadership Team Planning Unit Feedback Form

Section IV: Action Plan (Tasks)

Describes the steps that a unit manager will follow to achieve the Objective, also known as procedures or action steps. Tasks must be of sufficient detail to clearly demonstrate to others what is planned to accomplish the Objective and by when. Tasks must address the Objective detail, be action-oriented, and be time limited. Some Tasks may require additional funding to carry them out. When that is the case and budget procedures will allow, the unit manager must enter a detailed justification to request funding at the Task level.

I	II	III	IV
<p>a) Tasks do not describe the steps a unit manager will follow to achieve the Objective.</p> <p>b) Tasks make no connection with the actual purpose of the Objective and do not address the Objective detail.</p> <p>c) Tasks & budget requests do not align with the actual Objective purpose.</p> <p>d) Tasks provide no evidence of data informed decision-making regarding budget requests.</p>	<p>a) Tasks vaguely describes the steps a unit manager follows to achieve the Objective also known as procedures or action steps.</p> <p>b) Tasks do not clearly detail or demonstrates what is planned to accomplish and by when.</p> <p>c) Tasks do not address the Objective detail, are action oriented, and are time limited.</p> <p>d) For funding requests, no data is used to support the request, and no detailed justification to request funding at the Task level.</p>	<p>a) Tasks clearly describes the steps a unit manager follows to achieve the Objective also known as procedures or action steps.</p> <p>b) Tasks are sufficient detail to clearly demonstrate to others what is planned to accomplish the Objective and by when.</p> <p>c) Tasks address the Objective detail, are action oriented, and are time limited.</p> <p>d) Data used to support budget request in Tasks are vague and have a poorly written justification used.</p>	<p>a) Tasks clearly describe the steps a unit manager follows to achieve the Objective also known as procedures or action steps.</p> <p>b) Tasks provide sufficient detail to clearly demonstrate to others what is planned to accomplish the Objective and by when.</p> <p>c) Tasks clearly address the Objective detail, are action oriented, and are time limited.</p> <p>d) Some Tasks that require funding contain procedures, data to support the request, and have a well written and detailed justification to request funding at the Task level.</p>

Objective Number						
Rubric Score						

If any of the below do not apply, please provide the Objective number(s) and describe.

The following are appropriate to the Objective:	No	Objective Number(s)	Comments
Action Plan Details			
Task Type(s)			
Task Status(es)			

Section IV: Action Plan (Tasks) – Feedback

Continuous Improvement Leadership Team Planning Unit Feedback Form

Section V: Actual Results

Communicates effectively in analyzing and determining solutions to complex problems for continuous improvement. Actual Results are based on the Action Plan and the Assessment Plan.

I	II	III	IV
<p>a) Actual Results does not articulate or explain key results or conclusions.</p> <p>b) No evidence of the Actual Results of the Objective.</p> <p>c) Actual Results shows no evidence of the assessment measure aligned with the stated Objective.</p>	<p>a) Actual Results articulates or explains key concepts but in a vague, confusing, or ambiguous manner.</p> <p>b) Does not stay on track when communicating the Actual Results of the Objective and the assessment measure is not appropriate or aligned with the stated Objective.</p>	<p>a) Actual Results articulates and explains key concepts.</p> <p>b) Actual Results stays on track.</p> <p>c) However, Actual Results are not clearly based on the Objective and the assessment is vague.</p>	<p>a) Actual Results articulates and explains key concepts in a clear and concise manner.</p> <p>b) Actual Results stays or track and articulates purpose.</p> <p>c) Actual Results communicates effectively in analyzing and determining solutions to complex problems for continuous improvement.</p> <p>d) Actual Results are based on the Objective as well as the assessment.</p>

Objective Number						
Rubric Score						

Please describe any weakness and include the objective number(s).

Section V: Actual Results – Feedback

Continuous Improvement Leadership Team Planning Unit Feedback Form

Section VI: Use of Results

Communicates clearly what was learned from the Objective and associated Action Plan. Use of Results should communicate how the Objective will be carried forward in the next semester or next planning year. The Use of Results should offer a solution based on the challenges discovered from the actual results data and must close the planning loop by describing the next steps.

I	II	III	IV
<p>a) Does not clearly communicate Use of Results from what was learned from the Objective.</p> <p>b) No evidence of the Use of Results being carried forward into the next semester or planning year.</p> <p>c) Does not offer a solution that aligns with the actual results.</p> <p>d) Does not clearly “close the loop” on this Objective.</p>	<p>a) Communicates Use of Results in a vague manner that does not align with actual results.</p> <p>b) Does not clearly describe how Use of Results are carried forward.</p> <p>c) Weak attempt at “closing the loop” on this Objective.</p>	<p>a) Communicates the Use of Results.</p> <p>b) Describes how the Use of Results shall be carried forward into the next semester or planning year.</p> <p>c) Good attempt to “close the loop” on this Objective.</p>	<p>a) Provides clear explanation of what was learned from the Objective as Use of Results.</p> <p>b) Clearly written Use of Results aligned with the Objective to be carried forward in the next semester or next planning year.</p> <p>c) Use of Results offers thoughtful solutions based on challenges discovered from the Actual Results data.</p> <p>d) Closes the loop by describing the next steps.</p>

Objective Number						
Rubric Score						

Please describe any weakness and include the objective number(s).

Section VI: Use of Results – Feedback

Continuous Improvement Leadership Team Planning Unit Feedback Form

Section VII: Documentation

Offers conclusions & solutions with appropriate data that documents findings based on the Objective & assessment measure. Documentation fits with the assessment measure, and includes an analysis of data and/or executive summary of the assessment findings.

I	II	III	IV
<p>a) No Documentation is included in the plan to base the Objective upon on and unrelated documentation is utilized.</p>	<p>a) Documentation inadequately expresses the logical process of critical inquiry. b) Data used to substantiate findings is not appropriate for the Objective. c) Documentation does not support the assessment measure and/or offers a vague analysis.</p>	<p>a) Documentation expresses the logical process of critical inquiry with minor errors. b) Uses data to substantiate findings, but not clearly written. c) Documentation provides evidentiary support for the assessment measure but does not provide an analysis of the data or an executive summary.</p>	<p>a) Documentation expresses and articulates the logical process of critical inquiry. b) Documentation used is appropriate data to substantiate findings as a result of the Objective. c) Documentation provides clear, evidentiary support of the assessment measure. d) Documentation includes an analysis of data and/or executive summary of the assessment findings "Results and Use of Results".</p>

Objective Number						
Rubric Score						

If any of the below do not apply, please provide the Objective number(s) and describe.

The following are appropriate to the Objective:	No	Objective Number(s)	Comments
Document Library files	<input type="checkbox"/>		
Link Management items	<input type="checkbox"/>		

Section VII: Documentation – Feedback

Continuous Improvement Leadership Team Planning Unit Feedback Form

Section VIII: Objective Page

Demonstrates the ability to consider the entire Objective Process, and all related parts of the Objective page, including a clearly written Objective that aligns with assessment, intended results, the strategic plan, annual division planning priorities, implications, and significant tasks that explain a rationale for the Objective.

I	II	III	IV
<p>a) Objective Page does not demonstrate the ability to consider the entire Objective Process.</p> <p>b) Objective Page does not connect all the related parts within the Objective Page.</p> <p>c) Objective Page expresses unreasonable and inconsistent assumptions.</p> <p>d) Objective Page does not identify or incorrectly identifies assessment methods, implications, throughout each section.</p>	<p>a) Objective Page incorrectly identifies sections of the Objective Process, and all related parts of the Objective page. Including recognizing and assess assumptions, implications, throughout each section.</p> <p>b) Objective Page expresses some assumptions that are reasonable but are inconsistent throughout.</p>	<p>a) Objective Page correctly identifies sections of the Objective Process, and some of the related parts of the Objective page with minor errors. Including recognizing and assessing most of the assumptions, implications, throughout each section.</p> <p>b) Objective Page expresses most of the assumptions that are reasonable but are inconsistent throughout.</p>	<p>a) Demonstrates the ability to consider the entire Objective Process, and all related parts of the Objective page.</p> <p>b) Including a clearly written Objective that aligns with assessment.</p> <p>c) Recognizing intended results.</p> <p>d) Clearly written tasks.</p> <p>e) All parts of the Objective Page align assessment, intended results, the strategic plan, and annual planning priorities, implications, as well as significant tasks that explain a rationale for the Objective.</p>

Objective Number						
Rubric Score						

If any of the below do not apply, please provide the Objective number(s) and describe.

The Objective Page includes:	No	Objective Number(s)	Comments
Planning Unit Goals	<input type="checkbox"/>		

Section VIII: Objective Page – Feedback
